

## IRUA Training Employee Self Enrollment

Employees who started employment after their agency began the Information Resource Use Agreement Training initiative were not automatically enrolled in the course. The following directions will guide you as you attempt to self enroll. If at any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP.

1. Log into the PeopleSoft Enterprise Learning Management:  
<https://hr.gmis.in.gov/psp/lmprd/EMPLOYEE/EMPL/?cmd=login>

As a new employee, your user id is comprised of the first letter of your first name (use a capital letter) plus the last 6 digits of your PeopleSoft employee id number. The PeopleSoft employee id number may be found on the back of your Indiana Government Center Access Control Badge, below the bar code. If you do not work on the IGC campus, please see your HR representative to obtain your employee id number. Users may use their network password as the PeopleSoft password.

2. After logging into the system, click on 'Employee Self Service'
3. Click on 'Browse Catalog'.
4. Click on the 'Indiana Office of Technology' link.
5. Click the link: 'IOT – Information Resource Use Agreement Training (IOT\_00001)'
6. Scroll to the bottom of the page.
7. Find the activity labeled '**IOT\_WBT\_01\_2008\_New Hire**' and click the yellow 'Enroll' button on the right side of the screen.
8. Click the 'Submit Enrollment' link.
9. Click the 'Go to Activity Details' link.
10. Disable the pop up blocker (Tools>Pop-Up Blocker) and click the 'Launch' link.
11. Click the second 'Launch' link. The course will display in a pop up window.

Additional instructions to complete the training are available at:

[http://www.in.gov/iot/files/iruat\\_user\\_guide.pdf](http://www.in.gov/iot/files/iruat_user_guide.pdf) . Remember to turn off your browser's pop up blocker before beginning. If you have difficulty launching the course, contact the IOT Helpdesk.